

**BYLAWS**  
**ST. HELENS PUBLIC LIBRARY BOARD**

**NAME**

The name of this organization shall be the St. Helens Public Library Board authorized by Chapter 357 of the Oregon Revised Statutes and City of St. Helens Ordinance No. 2627.

**COUNCIL REPRESENTATION**

The councilor shall serve as a liaison between the library board and the city council. The council member shall be an ex officio, non-voting member of the library board who seeks counsel of and consults with the library board and may take part in their discussions.

**LIBRARY BOARD**

The library board shall consist of at least seven members and no more than nine members appointed by the mayor and confirmed by the city council. A majority of members shall be residents of the City. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the Library is a party nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties. Board membership is an unpaid voluntary appointed position, and members receive no compensation for their service except for expenses specifically budgeted and authorized by the city council. The library board is subject to the local government ethics rules of ORS Chapter 244. Conflicts of interest shall be handled as specified in ORS 244.120.

**TERMS OF OFFICE; VACANCIES**

At their first meeting, the appointed members of the library board shall choose their term of office by lot as follows: one member shall initially hold office for one year, one for two years, one for three years, and two for four years from July 1 in the year of their appointment. Succeeding appointees shall hold office for a term of four years from July 1 in the year of their appointment. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council. If a vacancy occurs, the mayor shall appoint a new member to complete the unexpired term with the confirmation of the city council. Mayor and council, in making appointments, shall provide that no more than two members' terms expire in any fiscal year. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. Any board member failing to attend three consecutive board

meetings without approval of the board may be removed by the city council and a new member appointed to complete the expired term.

## OFFICERS

Regular board meetings will require a majority members of the board to comprise a quorum. At the first meeting of each year, the board shall elect a chair and a vice-chair, who shall serve for a term of one year. The chair and vice chair shall serve for a term of one year. At the end of the fiscal year, the vice chair will assume the role of chair and the chair will assume the role of past chair and the board will nominate and elect a new vice chair. The library director shall designate a library employee to serve as secretary to the board and keep a record of its action

**Chair:** Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. Except for unanimous consent, the chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the chairs' vote shall create a tie, the chair shall refrain from voting. The chair is responsible for conferring with library director about meeting agenda items and implementation of board business.

**Vice Chair:** undertake the chair's responsibilities when the chair is unavailable to fulfill their duties.

**Past Chair:** at this time, the past chair has no set responsibilities, but duties may be assigned in compliance with Municipal Code 2.30.050.

## MEETINGS

The library board shall meet as often as deemed appropriate by the board but not less than once every other calendar month or as otherwise directed by the city council. The regular meeting in July shall be known as the annual meeting. Election of officers shall be held at that time. Special meetings can be called by the chair, or at the request of two members of the board. Special meetings of library board members of any number shall be also considered a quorum (as required by ORS 192.610). Minutes of library board meetings and activities shall be regularly submitted to the city council for review and acceptance.

## **DUTIES AND POWERS**

The duties and powers of the library board shall include:

1. keeping informed about current trends in library services and administration.
2. studying library growth and needs in the city and its vicinity.
3. recommending types of library service for the city and its vicinity.
4. investigating sources of funding for library service and facilities.
5. recommending policies for the acceptance and use of gifts for library purposes.
6. participating in the annual budgetary process of the city where the process pertains to the library.
7. recommending policies and procedures conducive to efficient and effective operation of the library.
8. encouraging widespread public support and use of the library.
9. submitting an annual report to the city council and the state library.
10. serving on ad-hoc committees and work groups as determined necessary, including, but not limited to, a material review panel when a request has been submitted to reconsider library materials.
11. making and altering rules for its government and procedure with approval of the city council.

## **GIFTS AND BEQUESTS**

The board may solicit gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the city, and each donation shall be administered by the city in accordance with its terms. Funds donated to the library shall be turned over to the city recorder immediately upon receipt and be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.

## **SUBCOMMITTEES**

The library board shall have the power to create subcommittees with such responsibilities as the board directs. The chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the lead of the subcommittee as needed. The subcommittee lead shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the board concerning the work of the subcommittee.

## **PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Robert's Rules of Order shall govern the board if they are not inconsistent with these bylaws, Oregon Revised Statutes, or City of St. Helens Ordinance No. 2627.

## **AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular meeting of the board by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and such amendment(s) receive the approval of the mayor and city council.

## **PHILOSOPHY AND PRINCIPLES**

The library board goal is “stimulating individual learning and advancing society as a whole” (St. Helens Public Library Strategic Plan 2023-2028, pg. 1). The library board is guided by the following core principles: the American Library Association Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

## **LIBRARY POLICIES**

The library board has an obligation to develop and recommend to city council for approval policies and terms of use for implementation of library business, including but not limited to Circulation Policy, Collection Development Policy, Confidentiality Policy, Makerspace Policy, Public Computer Usage Agreement, Library of Things Policy, Rules of Conduct, Wireless Internet Terms of Use, and Request for Consideration.

## CODE OF CONDUCT

1. Board members will treat each other in a courteous, respectful manner.
2. Board members are clear and focused in stating views.
3. Board members are open and direct in their communications with each other.
4. Board members will avoid personal attacks on others.
5. Board members will allow each other time without interruption for comment on all issues.
6. Board members will problem-solve responsibly and agree to disagree respectfully.
7. Board members will come to meetings prepared and on time.

Approved and Adopted ??

DRAFT

Adopted ??/??/2024